

Fee - \$349 per day

Early Registration

Discount \$329 for online registration or if payment is received by **June 28, 2016**

**Thursday
July 28, 2016**

REGISTER NOW

www.eetraining.eeoc.gov/tapsmain.html

By registering for a Training Institute event, you agree to all applicable Institute policies.

ENHANCE YOUR EEO KNOWLEDGE at the **2016 EEOC Houston Technical Assistance Seminar** sponsored by the **EEOC Houston District Office**. The seminar will be held at the **Hilton Houston Westchase**.



EEOC Houston Seminar

U.S. Equal Employment Opportunity Commission

2016 SEMINAR LOCATION

**Hilton Houston
Westchase**

9999 Westheimer Road
Houston, Texas 77042
(713) 974-1000

www.westchase.hilton.com

Hotel Arrangements

Registrants are responsible for their own arrangements.

Participant materials will be available for download and/or e-mailed prior to the day of the

EVENT Code: 16T-HOU-01

TRAINING YOU CANNOT AFFORD TO MISS!
Join us for the best in EEO training, from the experts who enforce the law.



EEOC
Training Institute
...Learn from the Experts

Questions about the seminar?
EEOC Houston District Office

Joe Bontke

(713) 651-4994

joe.bontke@eeoc.gov

Janet Saindon

(713) 651-4961

janet.saindon@eeoc.gov

U.S. Equal Employment Opportunity Commission

EEOC Houston Seminar

Thursday
July 28, 2016

CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than **10 business days** prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

WHO SHOULD ATTEND?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher credit)

Training Institute Policies - Event Code: 16T-HOU-01

PAYMENT - \$349 for the day. Fee includes seminar, lunch, refreshments at breaks and an eight volume 2016 EEO library on a **CD**. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

GET A DISCOUNT PRICE of \$329 when

1) registering on-line at www.eetraining.eeoc.gov/tapsmain.html before July 27, 2016.

2) mailed registrations are postmarked on or before June 28, 2016. All mailed payments postmarked after June 28 are subject to the \$349 registration fee. Checks **received after** June 28 containing insufficient funds will be returned. **NOTE:** All credit card charges will be listed as **EEOC Training Institute** on your statement.

MAIL registration forms and checks to:
EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

STATE AND LOCAL GOVERNMENT REGISTRANTS: NOTE: To request an invoice (to secure payment via **check or credit card**) please call or e-mail the EEOC Training Institute. **Registration** confirmation is issued **after** payment is received by the EEOC Training Institute.

FEDERAL GOVERNMENT REGISTRANTS USING IPAC (Intra governmental payment and collection): Federal agencies must complete the EEOC's Inter Agency Agreement Form (IAA Form) at the time of registration.

REGISTER ONLINE - www.eetraining.eeoc.gov/tapsmain.html
Credit card and electronic bank check registrations will receive immediate confirmation.

REGISTRATION QUESTIONS: Visit the website www.eetraining.eeoc.gov or contact our customer service staff at 703-291-0880 or toll free 1-866-446-0940; or send an e-mail to eeoc.traininginstitute@eeoc.gov for more information TTY# 1-800-828-1120.

CONFIRMATION: Registrants will receive e-mail confirmation upon receipt of a complete registration and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. **Bring your e-mail confirmation to the seminar.**

REASONABLE ACCOMMODATION REQUESTS — If you need an accommodation, please note it on the registration form and we will contact you.

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Schedule

7:15 a.m.
Registration

8:00 a.m.
Start

12:00 NOON
Lunch (Provided)

4:00 p.m.
End

Let the EEOC Be Your Trainer!

Experienced EEOC Staff will come to your worksite and provide training on popular EEO topics such as Harassment, EEO Overview, ADA Reasonable Accommodation and more.

For more information contact:
Joe Bontke, Outreach & Education Manager,
(713) 651-4994
joe.bontke@eeoc.gov

8:00 State of the District and the EEOC

Rayford O. Irvin, District Director, EEOC Houston District Office

Attendees will hear from the Director about the key issues the EEOC and the Houston District Office have been working on and will be looking at in the future.

8:15 A look inside the Digital Charge System

Martin Ebel, Director, EEOC Field Management Programs, and Investigator Gerard Ladera will spotlight important changes made when receiving an electronic notice that a charge has been filed with the EEOC. How to view that charge and submit a position statement through EEOC's secure portal. Our experts will show you how to review the option to mediate and electronically designate a legal representative through the secure portal. Bring your questions and leave with the answers.

9:00 Mediation Matters

If you have never considered coming to mediation, then maybe you should. Through our internal panel of experts, we will provide an overview of our successful Mediation program and insights into the mediation process, resulting in a 75% settlement rate for participants. By highlighting hot topics and best practices to achieve resolutions in challenging situations, we will prepare you to say YES to your next opportunity to mediate and use our program to your advantage!

10:00 Let's Keep it in Your House Not Ours, Conducting an Effective Internal Investigation

One of the most challenging duties HR professionals are tasked with is conducting workplace investigations. Workforce demographics are shifting. Laws are interpreted by the courts that affect your workplace. Investigator Karen Allen will walk us through the important steps in doing it right! This session is full of tips on how to weigh the evidence and conclude whether company policies were violated or misconduct occurred.

11:00 LGBT Updates

This session will explore the legal protections for LGBT individuals in the workplace. Outreach Manager Joe Bontke will focus on workplace issues involving transgender and gender nonconforming employees. He will also suggest practical ways for employers to address these issues in a sensitive, respectful, inclusive, and lawful manner.

12:00 Lunch and Networking

1:00 What Momma Said Not to Talk About @ Work. When Politics & Religion Turn the Break Room into a Battlefield.

The 2016 presidential campaign has stimulated political chatter at work, but it doesn't take an election to get people wound up about politics, values & religion. Social media and the 24-hour cable news cycle keep controversial matters constantly in the public dialogue. Investigator DeAnna Brooks-Torres will offer the best way to manage the risk associated with conflicts at their core while reminding staff that "your voice is more effective at the polls than in the office."

2:00 From Micro Aggressions to Bias & Bigotry and Everything In-Between

In this two-hour session: Katrina Grider and Outreach Managers Joe Bontke and Rodney Klein will discuss the latest emerging issues facing the HR community. Combing the web, the courts, and every nook and cranny, we are preparing the latest and best information to keep ya'll out of trouble. Collecting your questions from the morning session, and those questions Tweeted to @joebontke, this lively session is sure to delight, entertain, educate, and give their take on HR's best practices.

2:00 Federal Sector Update: A view from the bench. (FEDERAL AGENCIES ONLY)

Break out room Federal Sector Update & Focused EEO Information for Federal Agencies Only
This two-hour session with the Houston District Administrative Judges is an opportunity to get answers on procedures, the new electronic filing process, plus updates & developments. A view from the bench with Houston District Administrative Judges Claudine James and Erania Ebron.

4:00 PM: Hand in evaluation, pick-up CD and certificate, adjourn.

This program has been submitted to the HR Certification Institute for review and SHRM recertification credits are being sought. Refresher training requirement for federal agency EEO (counselors, investigators and/or mediators) has been approved.

EEOC HOUSTON SEMINAR 2016

Please print and
use a separate form
for each attendee

ENROLLMENT

Event Code: 16T-HOU-01

First Name _____ MI ____ Last Name _____

Title _____

Organization _____ Suborg. _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Business Telephone () _____ (if TTY, please check here ☐)

Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, to attend this program? ☐ Yes

Describe accommodation requested or special diet needed: _____

REGISTRATION FEE

☐ One day \$349 / \$329* Discount Price

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PAYMENT TYPE

Credit Card ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account # _____ Exp. Date _____

Card Security Code (3 or 4 un-embossed digits near signature block) _____

Cardholder Name (please print) _____

Signature _____ Cardholder Email _____

Cardholder Address _____

☐ Check Payable to EEOC Training Institute 6841 Elm Street, Suite 1092, McLean, VA 22101

☐ State/Local Government Entities: To request an invoice to secure payment via check or credit card, please contact the EEOC Training Institute at 866-446-0940 or send an e-mail to eeoc.traininginstitute@eeoc.gov.

☐ Federal Government Agencies must complete the EEOC's Inter Agency Agreement (IAA Form) at the time of registration. Please contact the EEOC Training Institute at 866-446-0940 or send an e-mail to eeoc.traininginstitute@eeoc.gov.

Person filling out this form (if different than registrant)

Name: _____ E-mail: _____

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► MAIL to EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

► QUESTIONS? CALL 703-291-0880 or toll free 1-866-446-0940; or e-mail

eeoc.traininginstitute@eeoc.gov

* PAYMENT IS REQUIRED PRIOR TO TRAINING

Have you attended an
EEOC-sponsored seminar,
course or conference in the
last 5 years? ☐ Yes ☐ No

Employees
at your facility?

- ☐ Under 50
☐ 50-99
☐ 100-249
☐ 250-499
☐ 500-999
☐ 1,000+

Your Organization:

- ☐ Federal Gov't
☐ State/Local Gov't
☐ Private

Your Position:

- ☐ Attorney
☐ EEO Director, Manager,
Supervisor
☐ EEO Professional
(Investigator, Counselor,
Specialist)
☐ HR Director,
Manager, Supervisor
☐ HR Staff
☐ Mediator, ADR
☐ Other Manager,
Supervisor
☐ President, CEO, Owner
☐ Union Representative
☐ Other _____

How did you learn about this
seminar?

- ☐ Brochure in mail
☐ Colleague
☐ EEOC event
☐ Email
☐ Website/Internet
☐ Newspaper/ Newsletter
Professional Organization
☐ SHRM
☐ Other _____